

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 22-100; the proponent agency is TRADOC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)
Promotion Counseling (Positive)

To:

- Ensure Specialist _____ is prepared for the (Month/Year)_____/____ Promotion Board.
- Prepare a plan for PLDC.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:
Promotion Board:

- Board is scheduled for (Date)_____
- As agreed, we will study together during the normal lunch hour.
- You will have a mock board in the section on (Date)_____
- The company Soldier/NCO of the Month Board is on (Date)_____. You will attend this board to help you be better prepared for the promotion board.

Preparation for PLDC:

- Begin to check your clothing issue now. Make sure everything is serviceable.
- Review the PLDC Checklist to ensure that you have all required items.
- You will most likely attend PLDC in (Date)_____. Begin to prepare a plan, but concentrate on preparing for the board first. Take things one step at a time and I will assist you in getting through them.
- Ensure that you have adequate child care available when you attend PLDC.

Soldiers Concerns:

- Soldier is concerned over leaving child and husbands return from deployment.
- Soldier expressed a lack of confidence in conducting PT and calling cadence.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).)*

- Work on PT formations and exercises to include calling cadence.
- Schedule soldier to lead PT once a week after completion of board.
- Study during lunch hour for board.
- Ensure soldier's Family Care Plan is up-to-date and viable.

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

- Schedule mock boards for soldier
- Study with soldier
- Assist soldier in preparing class
- Work with soldier in academic area for PLDC
- Once scheduled for PLDC, check on spouse and child on a weekly basis to ease the mind of soldier

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual _____ Date of _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.